

Request for Quotation

PRINT AND MAIL SERVICES
DEPARTMENT OF ADMINISTRATION
920 FRONT STREET
PO BOX 200132
HELENA, MT 59620-0132

Request Quote ID 862	Date 08/03/2006	Purchasing Agent LEONA G. OLSEN
Payment Terms Net 30	DateTime Quote Closes 08/18/2006 1:30 pm	

Ship To: SEE SPECIFICATIONS FOR
SHIPPING INSTRUCTIONS

VENDOR:

Bill To: PRINT SERVICES
DEPARTMENT OF ADMINISTRATION
920 FRONT STREET
PO BOX 200132
HELENA, MT 59620-0132
Phone: (406) 444-3139
Fax: (406) 443-2212

Description	Quantity	UOM	Due Date
2006 GENERAL VOTER INFORMATION PAMPHLET	1	LOT	

Specifications:

By submitting a response to this invitation for bid, or acceptance of a contract, the vendor agrees to acceptance of the attached Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

This is NOT AN ORDER

All quotes and related documents must be identified with our Request for Quote NUMBER, and this form must be signed and returned with bid.

Signature _____

Date _____

Telephone _____

REQUEST FOR QUOTATION / INVITATION FOR BID - STANDARD TERMS AND CONDITIONS

PREPARATION OF QUOTATIONS/BIDS

Bids will be written in ink and/or typewritten on bid forms furnished herewith. Erasures and alterations must be initialed by the bidder in ink. No verbal bids shall be accepted.

Bid quotations will be firm for thirty (30) days, unless otherwise stipulated in the Request for Quotation.

PRICE SUBMISSION

For each item listed on the quote, the bidder shall list a unit price and an extended price. In the event that a quotation is entered in which the unit price and extension do not agree, the unit price will prevail.

Bidder may submit alternate proposals on an "all-or-none" basis, but are required to submit a primary quotation on an item-by-item basis to be considered for either type of award. All prices and payments must be in U.S. dollars.

CASH DISCOUNTS

Bidders may quote a cash discount based on early payment, however, cash discounts will not be considered as basis for award.

WARRANTIES

The bidder warrants that items bid will conform to the specifications herein requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship and free from defect. Goods delivered which do not conform to the contract terms, conditions or specifications may be rejected and returned at the contractor's expense.

PACKAGING

No charges will be allowed for packing, wrapping, bags, containers, reels, etc., unless otherwise stipulated. All items shall be packed in accordance with prevailing commercial practices and in such a manner to insure delivery in good condition and as specified herein.

DELIVERY/SHIPPING

Goods shall be shipped prepaid, F.O.B. destination. In the event the contract terms specify F.O.B. shipping point, shipping charges will be prepaid and itemized as a separate item on invoicing. Such shipments shall be via least expensive common carrier unless otherwise stipulated. The State of Montana reserves the right to refuse to accept C.O.D. delivery.

ACCEPTANCE/REJECTION OF QUOTATIONS/BIDS

The State of Montana reserves the right to accept or reject any or all bids, wholly or in part, to make awards in any manner deemed in the best interest of the State. Print Services may terminate or reduce the scope of the order if available funding is reduced for any reason.

INVOICES

The contract (purchase order) number shall be referred to on all invoices, packages, packing lists, shipping notices and any correspondence relating to the Purchase Order.

Contract compliance and claim audits will be performed by Print Services. All invoices relative to the purchase order issued, along with two samples, shall be directed under separate cover to Print Services for payment.

Payment is due thirty (30) days after receipt of a properly executed claim or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

OVERRUNS/UNDERRUNS

Unless otherwise specified in the Request for Quotation, all overruns/underruns will be limited to five percent (5%).

OWNERSHIP OF MATERIALS

Unless otherwise specified, all materials including, but not limited to, artwork, negatives, separations, dies and camera-ready copy, related to the production of any given printing requirement remain or become the property of the State of Montana. All camera ready copy supplied by the ordering agency or produced by the vendor shall be returned or forwarded upon completion to Print Services. Other materials, i.e. negatives, separations, etc., with the exception of press plates, shall be returned or forwarded upon request to Print Services.

ACCESS AND RETENTION OF RECORDS

The contractor agrees to provide the department, Legislative Auditor, or their authorized agent, access to any records necessary to determine contract compliance (Mont. Code Ann. 18-1-118). The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the State of Montana or third party.

VENUE

This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the First Judicial District in and for the County of Lewis and Clark, State of Montana, and each party shall pay its own costs and attorney fees. (Mont Code Ann. 18-1-401.)

NON-DISCRIMINATION

The contractor agrees not to discriminate against any client, employee or applicant for employment or for services, because of race, creed, color, national origin, sex or age. The contractor shall comply with the Disabilities Act of 1990.

RECIPROCAL PREFERENCE

The State of Montana applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. A reciprocal preference is only applied to an Invitation for Bid for supplies and then only if federal funds are not involved. For a list of states that grant resident preference, see www.discoveringmontana.com/doa/gsd/css/resources/reciprocalpreference.asp.

FACSIMILE RESPONSES

Facsimile responses will be accepted for Request for Quotations ONLY if they are received by Print Services prior to the time set for receipt of quotes. Quotes, or portions thereof, received after the due time will not be considered.

FAX # (406) 443-2212

UNION LABEL

All printing for which the State of Montana is chargeable shall bear the label of the branch of the international typographical union, the allied printing trades council, or the amalgamated lithographers of America of the locality in which it is printed, except under the following conditions. Printing, firms not having the use of the labels and who are desirous of presenting bids for printing enumerated above shall be required to establish consideration as a responsible bidder as follows:

1) As a condition to consideration as a responsible bidder, printing concerns must file with the Secretary of State a sworn statement to the effect that employees in the employ of the concern which is to produce such printing are receiving the prevailing wage rate and are working under conditions prevalent in the locality in which the work is produced.

2) Whenever a collective bargaining agreement is in effect between an employer and employees who are represented by a responsible organization which is in no way influenced or controlled by the management, such agreement and its provisions shall be construed as conditions prevalent in said locality and shall be the minimum requirement for being adjudged a responsible bidder under this section, 18-7-107, or chapter 4 of this title.

3) Printing firms having the use of the union labels as set forth above shall be deemed as having complied with the provisions of this section, 18-7-107, or chapter 4 of this title, but nothing in these provisions shall be construed as exempting such bidders from any provisions of this section, 18-7-107, or chapter 4 of this title, and such bidders shall also be required to conform to all provisions thereof.

TAX EXEMPTION

The State of Montana is exempt from Federal Excise Taxes (#81-0302402).

“2008 GENERAL VOTER INFORMATION PAMPHLET”

VENDOR’S NOTE: This Invitation for bid includes both State of Montana’s role for printing and shipping, and provisions for county participation in shipping or labeling and mailing. Vendor coordination and split billing will be required in regard to coordinating shipping or labeling and mailing in cooperation with the counties’ direction for their participation. Please read Invitation for bid completely. Any questions may be directed to Leona G. Olsen, Print Services, (406) 444-3881.

The purchase order will include a list of all counties, the shipping addresses, a contact person and telephone number and the total quantity required for each county.

PART I – VOTER INFORMATION PAMPHLET PRINTING AND SHIPPING TO 56 COUNTIES AND THE SECRETARY OF STATE – 24 page plus cover booklet.

FINISHED TRIMMED SIZE: 8.5” W x 11” L (sizes down to 8-1/4” W x 10-3/4” L, will be considered acceptable at vendor’s option).

NUMBER OF PAGES: 24 page plus 4 page cover.

STOCK: Cover: 60# recycled gloss enamel book stock, white. Text: 32# recycled newsprint, white. The recycled newsprint to contain a minimum of 40% post consumer waste material.

BINDING: Saddle stitched with 2 wire staples, 11” way.

PRINTING: Cover prints two sides, full color and full bleed. Text prints black ink throughout. Line format with screens, no bleeds. Ink density must remain constant throughout print run based on proof sample.

COMPOSITION: Camera ready at 8.5” x 11” to be provided with all artwork in position. Copy will be Desktop laser output with screens in artwork. An electronic file will be provided for the cover. Due to the nature of the document, the Secretary of State’s office may need to make last minute changes to copy. Vendor must maintain contact with Alan Miller as it concerns the production schedule.

PLATE CHANGE: 1 plate change on exterior of cover may be required. **Plate change required for standard rate postage designation if county requires mailing by vendor. County will be responsible for the cost of the plate change.**

PROOF: Color and Dylux proof required to Alan Miller, Secretary of State, 406-444-5346.

DROP SHIPPING: Finished pamphlets to be boxed with contents clearly marked on exterior of boxes and quantity contained within. String wrapping or banding is not

acceptable. Shipping to be made to the 56 counties and the Secretary of State's Office. Vendor to ship prepaid and add shipping charges to invoice. Do not including shipping charges in bid price. Invoice must include a copy of the freight bill for drop shipping. The Secretary of State will cover the cost of all shipping, while the Counties are responsible for the costs of mailing.

SCHEDULE FOR PRINTING: Camera-ready copy to vendor on or before August 25, 2008.

DELIVERY: General Voter Information Pamphlets will still be required to be sent to each county and the Secretary of State's office by September 19, 2008. See PART II for mailing specifications.

Delivery to the Secretary of State's Office shall be inside delivery to Room 3 - Basement of the State Capitol. No loading dock or equipment is available at this location. Doors do not allow access to pallet jacks or pallets. Elevator is available for basement access from 1st floor. Contact Alan Miller at 406-444-5346 or (406) 431-6390. Shipper is responsible for inside delivery.

Deadlines for production are legal requirements. Extensions of time cannot be granted. Absolutely no premium will be awarded for earlier production. No adjustments will be made to the Purchase Order for overtime incurred by Vendor to meet delivery.

OVERRUNS: Limited to 2%. Overruns should be shipped to the Secretary of State's Office.

The unit price will prevail for the cost of additional or fewer copies.

DISCLAIMER: Role of the State of Montana is for printing and distribution of the Voter Information Pamphlet specified above. Additional bid options requested as itemized under Part II shall be the responsibility of the vendor and the county election administrators. Additional bid options must be provided. Utilization of additional bid options is at the option of the individual county officials.

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COUNTY LIST: The list will specify the contact person and mailing addresses and quantities for the 2008 General Voter Information Pamphlet and is preliminary. The additional information supplied is preliminary and the Vendor must contact each county for verification on drop ship vs. mailing options. County Election Officials have a deadline of September 8, 2008, to make arrangements with the vendor for mailing options.

Shipping address shall be each county's physical address(es) provided on the attached sheet. Counties may request that the shipping addresses be changed.

QUANTITY: 500,000 Unit Price \$ _____/M Extended Price \$ _____

Add 4 pages to 28 plus cover per base bid specifications: \$ _____/4 pg

Add 8 pages to 32 plus cover per base bid specifications: \$ _____/8 pg

PART II – ADDITIONAL BID REQUIREMENTS:

Affixing mailing labels, standard rate postage, postal coordination.

VENDOR RESPONSIBILITIES:

1. Assigning a personal representative and a backup who will be familiar with the process for the State of Montana and will be organizing the project for the 56 counties.
2. Obtaining and printing standard rate permit from Post Office. (County to pay for plate change.)
3. Contacting and coordinating mailing label or file instructions with the election administrators for each of the 56 participating counties. Vendor will provide deadlines to the counties to ensure participating counties have the pamphlets in the mail to meet statutory deadline.
4. Affixing mailing labels or ink jetting addresses to booklet or otherwise applying this information to booklet.
5. Vendor may be asked to dedupe a file based on the following parameters: same address with same last name vs. same address with different last name. *MCA 13-27-410 (4) The county official responsible for voter registration in each county shall mail one copy of the voter information pamphlet to each registered voter in the county who is on the active voter list, except that two or more voters with the same mailing address and the same last name may be counted as one voter.*
6. Separation by zip code for standard rate mailing; labels or files are provided to vendor in zip code order or per USPS guidelines for best postage rate.
7. Coordinating with Post Office.
8. Billing to participating counties with itemized bills for affixing labels and postage.
9. Charges for standard rate postage will be actual charges by the Post Office.

10. Vendor must have pamphlets to post office no later than October 6, 2008.
11. It will be the vendor's responsibility to contact the 56 election administrators and provide instructions on mailing label or file preparation including: size, style, zip code sort and cost. Vendor must give instructions to county election administrator concerning type of labels or files needed for preparing pamphlets for mail.

COUNTY RESPONSIBILITIES:

1. Provide to vendor labels per vendor instructions or files prior to printing in correct zip code order without additional requirements for x-outs or duplication elimination, except as requested below. Provide standard rate mail permit number if needed.
2. Pay estimated cost of postage to the vendor within 30 days of mailing.
3. Labels or files must be provided to the vendor by September 19, 2008 if vendor is responsible for mailing.

ADDRESSING FOR MAIL:

File manipulation including deduping, pursuant to Part II, Item 5, for counties requesting this service (cost to be paid by Office of Secretary of State).

\$ _____/M

Ink jet printing (or addressing): Bid to be priced per thousand; fractions to be prorated according to bid price (cost to be paid by County Election Administrators)

\$ _____/M
(Quantities below 1000 will be billed at 1000 quantity minimum.)